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BRADLEY ATCT/TRACON  
35 PERIMETER RD  
WINDSOR LOCKS, CT 06096

# Janitorial Services

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**Specifications**  
October 2008

Department of Transportation

Federal Aviation Administration

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## **1.0 WORK TO BE DONE:**

Janitorial services required herein are for the Federal Aviation Administration, 35 Perimeter Rd. Windsor Locks, CT, which consists of approximately 14,500 square feet of floor space.

The number of square feet and other items as described in these specifications are approximate only. Any minor discrepancies between these figures and the actual number there of, or minor discrepancies in floor type, room designations, will in no way relieve the contractor from the necessary furnishing of any materials or performing any work that may be required to carry out the contract in accordance with the true intent and meaning of these specifications.

1.1 Appendix A of this document provides a summary of areas to be serviced, the type of service required and the frequency of service. Appendix A is broken down into the following sections.

1.1.1 Room No. – The room/area's designated number, which corresponds with site plans.

1.1.2 Room Name / Desc. – Provides the name of the room and/or a description of the person(s) occupying the area or the function performed within.

1.1.3 Sq. Ft. – Provides the approximate square footage of the specific area.

1.1.4 Floor type – The type of floor in the specific area.

C	Concrete
R	Rug / Carpet
TR	Tile Raised Floor
T	Tile
RB	Rubber

1.1.5 Special Hours – Identifies special hours when services may be performed in the designated area.

1.1.6 Required Days Per Week – Indicates the numbers of days per week that services shall be provided for this area. See section 1.1.19 for frequency details.

1.1.7 General Room Cleaning Items – Provides a summary of services required for the specific area. See section 1.2 of this document for details.

1.1.8 Carpet Cleaning – Identifies the frequency of thorough service required. See section 1.1.19 for frequency details. See section 10.0 for service details.

1.1.9 Window – Identifies the frequency of service required to clean exterior windows. Consists of planned and scheduled periodic washing of windows / glass both sides and the cleaning of window including trim, mullion and sill. Schedule of wash days shall be given to COR for approval. See section 1.1.19 for frequency details.

1.1.10 Floor Scrubwash – Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.  
Service details available in section 11.0.

1.1.11 Floor Damp Mop & Buff – Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.  
Service details available in section 11.0

1.1.12 Floor Strip / Wax – Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.  
Service details available in section 11.0

1.1.13 High Cleaning – Identifies the frequency of service required above eight (8) feet in the specific area. See section 1.1.19 for frequency details.

1.1.14 Cab Windows Inside- Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.

1.1.15 Cab Windows Outside- Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.

1.1.16 Tower Cab Shades- Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.

1.1.17 Light Fixtures and Globes- Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.

1.1.18 Interior Walls - Identifies the frequency of thorough service required. See section 1.1.19 for frequency details.

1.1.19 Service schedule:

Frequency Coding

D7-Daily (seven days/week)

D5 – Daily (five days/week)

SP - Special Hours

W - Weekly

BW - Bi-Weekly

Perform During

Sunday – Saturday.

Monday – Friday

5 A.M.-7 A.M.

Monday or Tuesday

Monday or Tuesday of 1<sup>st</sup> week

M - Monthly  
BM - Bi-Monthly  
Q - Quarterly  
SA - Semi-Annual  
A - Annual

First week of month  
First two weeks of 1<sup>st</sup> month  
First month of each quarter  
April & October or March & Sept.  
April

## 1.2 General room cleaning items:

A - Empty wastebaskets and remove trash to designated disposal areas. Wash all trash containers used for collection of waste, inside and out. Provide plastic liners for wastebaskets and trash cans and change as required.

B – Sweep, dust damp mop, buff or vacuum clean all floors in offices, conference rooms, equipment rooms work rooms, adjacent corridors and stairs. Dust all parts of these areas to a height of 8ft. This includes desks, chairs, tables, file cabinets, blinds and other furnishings. Damp wipe all furnishings: desks, table tops, chalkboards and vinyl chairs. Spot clean woodwork, walls, partitions, main entrance doors and interior window glass. Polish metal, Formica and wood surfaces. Remove debris from mats in all buildings.

C – Clean washbasins and mirrors; supply paper towels, liquid and powder soap, toilet tissue where dispensers are provided. Damp mop floors. Deodorize and sanitize tile, walls, mirrors, shelves, stall partitions, doors, wash basins, water closets, toilets, urinals and shower stalls. Clean metal work. Shower walls shall be clear of soap and water stains.

D – Clean inside and outside of microwaves, oven surfaces, cabinet fronts, counter tops, refrigerator/freezer doors, sinks, table and chair tops, wall panels and remove trash.

## **2.0 CONDUCT OF WORK:**

2.1 The contractor as a minimum will be required to furnish one janitor to work at the Federal Aviation Administration, 35 Perimeter Rd. from 5:00 A.M. to 11:00 A.M. Sunday through Saturday (7 days a week, excluding holidays) for the purpose of servicing lavatories and providing janitorial services set forth herein and as deemed necessary by the Contracting Officer's Representative (COR).

2.2 The contractor shall not allow the containers which are being used to empty waste paper baskets and trash receptacles to remain in the halls, or rooms, after they are full or after completion of scheduled collections from rooms and offices. Such containers shall immediately be moved to the outside disposal area or removed from the premises.

2.3 The contractor shall utilize government furnished **covered dumpsters** and remove/recycling to these dumpsters on a daily basis. The dumpsters are large enough to accommodate one week's worth of waste. The contractor is responsible for removal and disposal of recyclable waste in accordance with local mandates. The method of any additional temporary storage and removal of same shall be sanitary in nature and free from odor, insects, and rodents, and must meet the approval of the COR.

The contractor shall ensure that the method utilized shall prevent trash and debris from scattering over the grounds and parking lot. Any additional costs incurred as a result of such scattered trash must be borne by the contractor. Failure to take prompt action to clean the grounds may result in the government doing so and deducting the cost thereof from the contractor's next payment.

2.4 The contractor will be required to remove excess garbage, ashes, trash, including bulky refuse, and other accumulated refuse from the government premises at least once each week. This is the maximum interval permitted and more frequent garbage and or refuse collections may be required of the contractor at no additional cost to the government if, in the opinion of the COR the accumulation becomes a health hazard, gives off offensive odors or becomes unsightly.

2.5 In case of emergency conditions such as flooding of a particular section of the building, the COR may require the contractor to divert all or part of the workforce from their normal duties to cope with the condition. When they are no longer needed for the special work, they shall return to their normal duties. No additional cost shall be charged to the government for the diversion but, the contractor shall not be penalized because the normal work, which would otherwise have been accomplished, was delayed and / or neglected.

2.6 The contractor shall be required to empty cigarette and trash receptacles at entrances. Contractor shall be responsible for policing entrance ways along with sidewalks and area of no less than 5 ft on each side of sidewalks shall be cleaned up of cigarette butts, paper and trash.

2.7 The contractor shall conduct all work in a safe manner and provide ropes, stanchions, and warning signs to alert others of any possible safety hazard created by cleaning operations.

2.8 The contractor shall not dust, clean, vacuum, or otherwise service any electronic equipment. This is not meant to relieve the contractor of the responsibility to perform these services on the tops, backs, shelves, sides or covers of the racks, cabinets, or consoles which house the electronic equipment. Surface areas in the Tracon and ATCT shall be cleaned with a damp cloth and coordinated with FAA staff.

2.9 The contractor shall wash the surfaces of the controller consoles with a suitable solution that will remove all dust, dirt, grime, pencil, grease and crayon marks on a weekly schedule. Strip bays and printer shelves are to be vacuumed and damp wiped. This will require pulling the shelving forward to vacuum behind the printers. The contractor shall clean the Tracon once each day. \*Special hours for cleaning the Tracon consoles (controller consoles) shall be damp wiped from top to bottom, this includes all flat surfaces, between the hours of 05:00 A.M. and 07:00A.M. Coordination of work shall be accomplished through the CIC.

2.10 S/A cleaning service hours will be coordinated at least one week in advance.

2.11 The contractor and its personnel must comply with all applicable building regulations regarding security, fire, safety, traffic, parking and environmental protection.

2.12 The contractor shall dismiss from the premises any employee who, in the opinion of the Contracting Officer or authorized representative, interferes with or fails to comply with the terms, conditions, or specifications contained in this contract.

2.13 All misplaced property found by the contractor's employees in the course of their work will be turned into the COR.

2.14 The contractor shall secure doors of any unoccupied areas and return items moved to their original location upon completion of work in that area. No doors shall be open without janitorial staff occupying the space.

2.15 The contractor may use the janitorial closets located at various points in the building for storage of supplies and materials for nearby lavatories. The closets may be used with permission from the COR to store brooms, dust cloths, and must be kept clean and free from odor to the COR's satisfaction. Contractor shall provide Material Data Safety Sheets for all chemicals used and stored on site to the COR. The government reserves the right to disapprove of any chemicals it deems unfit. Cleaning equipment and supplies will be stored in a neat and orderly fashion. The Government will not be responsible in any way for damages to Contract's supplies, materials or equipment, or the Contractor's employees' personal belongings kept in the buildings, occasioned by fire theft, accident or otherwise.

2.16 Cloths, mops, brushes and other combustible material containing a residue of wax or other flammable material shall be disposed of or stored in National Fire Prevention Association approved containers (to prevent spontaneous combustion) in a manner acceptable to the COR.

2.17 Any evidence of insect or rodent infestation must be reported to the COR immediately upon discovery. Any insect infestation resulting from dirty trash containers or unsanitary surrounds shall be corrected on the spot. (i.e. clean trash container and change bag)

2.18 The contractor shall ensure that floor drains are kept clean of lint and debris.

### **3.0 CHECKLIST AND WORK PERFORMANCE SCHEDULE**

3.1 To insure the performance of desired work in accordance with the specification set forth herein, the contractor is required to provide contractor personnel with a copy of the service schedule setting forth the work described in the specifications. This service schedule (or one developed by the contractor and approved for use by the COR) shall be used as a checklist to record work performed. The contractor shall submit a copy of the proposed contract for approval to the COR prior to commencing the contract.

Contract personnel will be required to check off on the service schedule checklist each item of work performed. These checklists shall be posted on the janitorial closet door and submitted to the designed COR no later than 10:00 A.M. on the Monday following the week in which the work was performed. The checklist shall constitute a permanent record of the work performed and become the property of the U.S. government. These records will be used as the basis for contractor monthly invoice approval payment. Uncorrected deficiencies noted will be used as a basis to determine deductions to be made from the appropriate monthly invoice for non-performance.

3.2 All work accomplished by the contractor shall be subject to inspection by the COR or other designated representative(s) of the Environmental Support Unit at the Bradley ATCT/Tracon to insure full compliance with the contract specifications.

3.3 Deficiencies of unaccomplished work as called for in the specifications will be noted on the check sheets and will be brought to the attention of the contractor. Deficiencies noted must be remedied by the contractor within the time and date specified by the COR. Deficiencies will be remedied at no additional cost to the government. Failure to take remedial action by the contractor after having been so notified will result in a reduction from the monthly payment to the contractor.

#### **4.0 CONTRACTOR FURNISHED SERVICES, SUPPLIES, MATERIALS, EQUIPMENT**

The contractor shall furnish all services, supplies, materials, equipment, (except as hereinafter specified), labor and supervision to satisfactorily perform the janitorial services in accordance with the conditions of this contract. The quality of all furnished services, supplies materials and equipment must meet the approval of the COR. See specification sheet for minimum requirements.

4.1 The contractor shall furnish all plastic liners for all waste receptacles, garbage cans, etc.

4.2 The contractor shall furnish vacuum cleaners and buffers as required to perform the services specified. **All vacuum cleaners are required to have a grounded power cord.**

4.3 The contractor shall furnish liquid soap, paper towels, toilet tissue (2ply) for all restrooms, urinal shields and urinals mints. Toilet tissue shall not be made of recycled materials.

4.4 The contractor shall furnish paper towels and liquid dishwashing soap for the Break Room and Tower.

4.5 The contractor shall furnish shower curtains three times per year, or more frequently as directed by the COTR. Replacement shower curtains shall be of equal or better quality than those currently installed.

4.6 The contractor shall supply all interior and exterior mats utilized to collect excessive debris from outdoors.

## **5.0 GOVERNMENT FURNISHED MATERIAL**

5.1 Electricity and water shall be supplied by the government.

5.2 The contractor shall be responsible for all damage to government property resulting from his operations. Damage to the buildings or its equipment by the activities of his employees will fall in this category.

5.3 Only Building Service and Essential Power receptacles shall only be used for janitorial equipment. Critical Power shall not be used under any circumstances. Major impact to Air Traffic may result if power is interrupted.

Note: Facilities provided by the government for use by the contractor are for the convenience of the contractor. Should a facility provided by the government for the convenience of the contractor not be available for use or be temporarily out of service, the contractor is not relieved of the obligation to provide the services that would have been accomplished had this facility otherwise been available. Failure of the contractor to keep these facilities in a clean and orderly condition satisfactory to the Contracting Officer and / or COR may result in withdrawal of the privilege of using them. The cost of cleaning and / or restoring these facilities to an orderly condition shall be charged to the contractor.

## **6.0 SECURITY:**

6.1 The contractor must close and lock all doors when work in the room or area is completed, unless instructed otherwise by occupants.

6.2 Loss of keys or access cards by the contractor compromises the security of the facility, necessitating replacement of locks and key systems. Therefore, the contractor will be responsible and liable for labor and material costs incurred due to loss of keys and/or access cards.

6.3 Failure by the contractor to turn in keys and/or access cards when requested at the end of contract or termination of contract will result in withholding all monies due until all keys and/or access cards are returned to the issuing official.

6.4 Daily, the contractor shall store building key in a lock box provided by contractor. COR shall be provided combination for lock box.

6.5 Only janitorial staff that have passed current security requirements may occupy facility unescorted. Only FAA employees may escort personnel without security clearance. Visitor badges may be obtained at the Admin Desk with approval from COTR or Facility Manager.

## **7.0 WORK PERFORMANCE SCHEDULE:**

7.1 Majority of work under this contract is to be performed between 5:00 A.M. and 11:00 A.M. daily in accordance with the schedules contained herein. The contractor will provide a minimum of one janitor to be present onsite at all times during contract hours. Except during the following holidays:

A. For the purpose of this contract the following are specified as Legal Holidays:

1. New Year's Day (January 1)
2. Martin Luther King-Day (Third Monday in January)
3. Washington's Birthday (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Columbus Day (Second Monday in October)
8. Veterans Day (November 11, 1999)
9. Thanksgiving Day (Fourth Thursday in November)
10. Christmas Day (December 25)
11. Any other day designated as a holiday by Federal Statute or

Executive Order.

B. Any other holidays not specified above will not be considered as legal holidays and regular janitorial services WILL BE REQUIRED OF THE CONTRACTOR except as specified in Section II of the Technical Specifications. In the event one of these legal holidays falls on a Saturday or Sunday, another day will be specified by the Contracting Officer's Representative as the legal holiday.

7.2 Special hours for cleaning secure / restricted areas:

Certain areas, such as Power are designated secure / restricted areas, contractor will be admitted by authorized personnel until the work is finished. Additionally any critical equipment with the above signage in the main building will require coordination before any work will be performed.

7.3 The contractor may turn on lights in unoccupied areas when necessary to perform services, but they must be extinguished when work is complete. In occupied areas, lights may not be turned on or extinguished without first receiving permission from the occupants.

## **8.0 GENERAL CLEANING DETAILS**

8.1 A - Empty wastebaskets and remove trash to designated disposal areas. Wash all trash containers used for collection of waste, inside and out. Provide plastic liners for wastebaskets and trash cans and change as required. Empty ashtrays into a separate container and clean up surrounding area.

8.2 B – Sweep, dust damp mop, buff or vacuum clean all floors in offices, conference rooms, equipment rooms work rooms, adjacent corridors and stairs. Dust all parts of these areas to a height of 8ft. This includes desks, chairs, tables, file cabinets, blinds and other furnishings. Damp wipe all furnishings: desks, table tops, chalkboards and vinyl chairs. Spot clean woodwork, walls, partitions, main entrance doors and interior window glass. Polish metal, Formica and wood surfaces. Floor mats will be cleaned as required.

8.3 C – Clean washbasins and mirrors; supply paper towels, liquid and powder soap, toilet tissue where dispensers are provided. Damp mop floors. Deodorize and sanitize tile, walls, mirrors, shelves, stall partitions, doors, wash basins, water closets, toilets, urinals and shower stalls. Clean metal work. Shower walls shall be clear of soap and water stains. Supply paper towels, liquid soap, toilet tissue where dispensers are provided. Place urinal mints. Replace urinal shields as required.

8.4 D – Clean inside and outside of microwaves, oven surfaces, cabinet fronts, counter tops, refrigerator/freezer doors, sinks, ice machine, coffee machine, table and chair tops, aluminum wall panels and remove trash.

8.5 Clean both sides of plate glass within the building. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy. See schedule for schedule regarding cleaning of the of the ATCT exterior and Interior windows.

8.6 Daily, pick up paper, trash cardboard and other debris inside loading dock area and also outside on walkways, picnic areas, sidewalks and exterior smoking areas which include ash receptacles. Sweep steps and sidewalks. Empty cigarette receptacles. Cigarette receptacles will be emptied into non-flammable trash containers only after the contractor has determined that all fire is out.

8.8 Sweep elevator track at each landing daily. Remove gates in vestibules and clean out quarterly.

8.9 Cleaning lighting fixtures and globes - (1) The globes of all incandescent light fixtures shall be washed with a mild soap solution and wiped dry. The installed bulb will be wiped clean prior to replacing globe. Fixtures without globes will be damp wiped.

(2) Fluorescent fixtures, including hangers and tubes, shall be completely cleaned. The reflecting surfaces of each fixture shall be washed with a mild soap solution and wiped dry.

(3) 8.10 DUSTING VENETIAN BLINDS:

Venetian blinds will be serviced by dusting. Both surfaces of each slat must be cleaned and free from dirt. Tapes and cords must have no loose dirt on them.

(4) WINDOW WASHING:

A properly washed window will be clear with no watermarks, splattering, smear or fingerprints. Water spattered on adjacent surfaces such, as sills, mullions, etc., will be removed. No evidence of window washing will be left on surrounding areas.

- a. All window glass of areas covered by this specification shall be washed on the interior only, except Item No. 2.02C which will be done biweekly.
- b. Cleaning solution will be of type that will not damage the paint or sealant on the sash.
- c. Cleaned window shall be free of streaks or unwashed places on the glass. All paint, putty, and paper will be scraped from window glass.
- d. No water shall be spilled or splashed on sills, walls, furniture, or equipment.
- e. Any furniture or equipment moved in the process shall be returned to its original location.
- f. Window cleaning in the non-operational areas may be accomplished during the normal working hours. *Window cleaning in the operational areas (ATCT Cab), must be coordinated in advance with the occupant(s).*

## **9.0 RESTROOMS / SHOWER ROOMS SERVICING DETAILS**

In addition to other general items identified for these areas, the contractor shall replace shower curtains at a minimum three times per year (3TY), or more frequently as directed by the COTR. The new shower curtains shall be of equal or greater quality than those being replaced.

## **10.0 CARPET CLEANING DETAILS**

10.1 To be accomplished Semi/Annually:

All carpets in the building will be vacuumed thoroughly and steam cleaned semi-annually. The contractor shall employ trained personnel to perform steam cleaning activities.

10.2 To be accomplished Monthly during the winter months when excessive sand and salt is used outside facility for icy conditions:

Carpets in high traffic areas will be vacuumed thoroughly and steam cleaned. The contractor shall employ trained personnel to perform steam cleaning activities.

10.3 The carpet cleaning schedule shall be given to COR for approval.

10.4 Spot cleaning shall be accomplished as needed.

10.5 The raised carpet flooring squares located in the Tracon room shall be removed by sections and cleaned on site. Clean replacement tiles shall be available immediately to replace soiled tiles. Only three tiles may be removed at any given time.

10.6 Shampoo/steam clean all carpets within the facility, including offices and equipment rooms. Contractor may hire a professional rug cleaner to accomplish this task. Contractor shall contact COTR ahead of time to make all required arrangements (in accordance with the facility security requirements) to bring the subcontractor into the facility. All subcontractors shall be issued self-expiring security badges. The subcontractors must display badges at all time and be under continuous escort.

## **11.0 FLOOR SCRUB / WASH DETAILS**

11.1 Periodic cleaning to remove dirt, stains, grease, oil, marks and film leaving a uniform clean appearance.

### **11.2 Damp-mop / Buff, Spot, Refinish (WAX):**

Apply 1 to 2 coats of finish and machine buff to uniform appearance.

### **11.3 Strip – Refinish (WAX):**

Apply finish (wax) remover, stripping agent, or synthetic detergent to floor to remove all old wax or finish. Do not use cleaning material with a pH value greater than 11.

Apply three thin even coats of water emulsion finish; each coat must dry before applying next coat. Finish applied to baseboards, equipment, furniture, stationary objects shall be removed.

## **12.0 HIGH CLEANING**

To be performed Semi-annually (May & October):

Cleaning of lights, vents, grills, heating units, converters, diffusers of all types, transoms, exposed pipes, high files, walls, ceilings, ducts, wallscape, pipes, conduit, and any other object above 8 ft. schedule of high cleaning days shall be given to COR for approval. DSR Control room shall require HIGH CLEANING on a quarterly basis.

## **13.0 APPLIANCE CLEANING & POLISHING DETAILS**

In addition to daily service requirements, the inside of the refrigerator in the main cafeteria is to have one half cleaned every first and third Saturday of the month and the other side cleaned every second and fourth Saturday of every month. The inside of the freezer, stove and other refrigerators shall be cleaned monthly.

## **14.0 ADDITIONAL ITEMS, TOWER CAB**

Cleaning of the window shades in the Air Traffic Control Tower will be performed on an *as needed* basis, at a request of Air Traffic management. *The Contactor shall*

*respond to a request for shade cleaning within 24 hours from the time the request was conveyed to the Contactor.*

The ATCT windows are equipped with dual shades. Each pull down shade must be cleaned on both sides. Shades must be cleaned in accordance with the manufacturer's specifications, using a soft dry cloth or a small amount of Formula 409, as needed. Extreme care must be taken not to apply too much pressure during the cleaning process. Any harsh chemicals or grit on the cloth will cause scratches and ruin these Shades

A properly washed window will be clear with no watermarks, splattering, smear or fingerprints. Water spattered on adjacent surfaces such, as sills, mullions, etc., will be removed. No evidence of window washing will be left on surrounding areas.

- (1) All window glass of areas covered by this specification shall be washed on the interior only, except Item No. 2.02C which will be done biweekly.
- (2) Cleaning solution will be of type that will not damage the paint or sealant on the sash.
- (3) Cleaned window shall be free of streaks or unwashed places on the glass. All paint, putty, and paper will be scraped from window glass.
- (4) No water shall be spilled or splashed on sills, walls, furniture, or equipment.
- (5) Any furniture or equipment moved in the process shall be returned to its original location.
- (6) Window cleaning in the non-operational areas may be accomplished during the normal working hours. *Window cleaning in the operational areas (ATCT Cab), must be coordinated in advance with the occupant(s).*

## **15.0 QUALITY REQUIREMENTS**

15.1 Solid Waste Collection - All solid wastes generated in the building, shall be collected and removed to storage areas designed for trash by the COR. Waste generated by paper shredding machines and the two vacuum cleaners are considered solid waste for the purposes of this contract. The paper shredder and vacuum cleaner tub located inside the mechanical room in the base building shall be emptied quarterly or as required.

15.2 Porcelain Ware and Metal Sink Cleaning - Washbasins shall be scrubbed clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.

15.3 Damp Wiping – General walls, doors and mirrors shall be free of dirt, dust, streaks and spots.

15.4 Sweeping - Floors shall be cleaned and free of trash and foreign matter. No dirt shall be left in corners, under furniture, or behind doors.

15.5 Dusting - There shall be no dust streaks. Corners, crevices, molding and ledges shall be free of dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting.

15.6 Damp-Mopping and Spray Buffing - Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area shall have uniform luster.

15.7 Vacuuming - Carpets, including corners, shall be clean and free from dust balls, dirt and other debris; nap on carpets shall lie in one direction upon completion of the vacuuming task.

15.8 Cleaning Drinking Fountains - The stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains, streaks, and foreign debris.

15.9 Cleaning lighting fixtures and globes - (1) The globes of all incandescent light fixtures shall be washed with a mild soap solution and wiped dry. The installed bulb will be wiped clean prior to replacing globe. Fixtures without globes will be damp wiped.

(2) Fluorescent fixtures, including hangers and tubes, shall be completely cleaned. The reflecting surfaces of each fixture shall be washed with a mild soap solution and wiped dry.

**Emptying – All cigarette, trash and recycle receptacles will be considered empty when all cigarette butts, papers, chewing gum wads and other objects are removed from the container.**

## **WEATHER OBSERVATION**

### Statement of Work

**Vacuum** – Twice a week

**Empty Trash** – Three Times per week



Room No.	Room Name / Desc.	Sq. Ft	Floor	Special	Require d Days Per Week	General Room Cleanin g Items	Carpet Cleanin g	Window	Floor	Floor	Floor	High Cleanin g	Inside of cab of cab	Outside of cab	Dust air Wash	Clean Interior	
			Type	Hours					Scrubw ash	Damp Mop & Buff	Strip / Wax						
OPERATIONS AREA																	
A4	VESTIBULE	85	R		D7	AB	SA	Q				SA				A	
A10	OFFICE	295	R		D7	AB	SA	Q				SA				SA	A
A11	OFFICE	295	R		D7	AB	SA	Q				SA				SA	A
A12	OFFICE	127	R		D5	AB	SA	Q				SA				SA	A
B1	CORRIDOR	296	R		D7	AB	SA	Q				SA				SA	A
B2	STORAGE	36	RB		D5	AB	SA	Q	W			SA				SA	A
B3	OFFICE	195	R		D7	AB	SA	Q				SA				SA	A
B5	OFFICE	87	R		D7	AB	SA	Q				SA				SA	A
B6	CONFERENCE	531	R	SP1	D7	AB	SA	Q				SA				SA	A
B7	CORRIDOR	296	R		D7	AB	SA	Q				SA				SA	A
B8	VENDING	52	VT		D7	AB	SA	Q	W	D7	SA	SA				SA	A
B9	KITCHEN	137	VT		D7	ABD		Q	W	D7	SA	SA				SA	A
B10	BREAKROOM	310	VT		D7	AB		D7	W	D7	SA	SA				SA	A
B10	BREAKROOM	100	R		D7	AB	SA	D7				SA				SA	A
B11	LOCKERS	177	R		D7	AB	SA	Q				SA				SA	A
B12	OFFICE	80	R		D7	AB	SA	Q				SA				SA	A
B13	SECURITY	155	VT		D5	AB	SA	Q	M	W	SA	SA				SA	A
B14	CORRIDOR	55	R		D7	AB	SA	Q				SA				SA	A
B15	JANITOR	60	RB		D7	AB	SA	Q		W		SA				SA	A
B16	UPS ROOM	160	C		W	AB		Q	M			SA				SA	A
B17	BOILER	168	C		W	AB		Q	M			SA				SA	A
B18	MECHANICAL	495	C		D5	AB		Q	M			SA				SA	A
B19	SHOWER	59	T		D7	ABC		Q	W	D7	SA	SA				SA	A
B20	OFFICE	60	R		D5	AB	SA	Q				SA				SA	A
B21	WOMEN'S TOILET	144	T		D7	ABC		Q	W	D7	SA	SA				SA	A
B22	MENS TOILET	243	T		D7	ABC			W	D7	SA	SA				SA	A
B23	CORRIDOR	366	R		D7	AB	SA	Q				SA				SA	A
B26	SHOP	236	RB		D7	AB		Q	W			SA				SA	A
B27	COMM EQUIPMENT	1378	TR		D7	AB		Q	W	D7		SA				SA	A
B28	LIGHT STORAGE	53	R		D5	AB	SA	Q				SA				SA	A
B29	TRACON	868	R	SP1	D7	ABD	SA					SA				SA	A
B30	RADAR EQUIPMENT	1009	TR		D7	AB	SA					SA				SA	A
B31	TRAINING	123	R	SP1	D7	AB	SA					SA				SA	A
C1	VESTIBULE	38	T		D7	AB	SA	Q	W	D7	SA	SA				SA	A
C2	CORRIDOR	55	R		D7	AB	SA	Q				SA				SA	A
C3	TELECON	242	C		W	AB		Q	M	W		SA				SA	A
C4	E/G ROOM	380	C		W	AB		Q	M	W		SA				SA	A
C5	ELECTRICAL ROOM	183	C		W	AB		Q	M	W		SA				SA	A

Room No.	Room Name / Desc.	Sq. Ft	Floor	Special	Require	General	Carpet	Window	Floor	Floor	Floor	High	Inside	Outside	Dust	Wash	Wash	Clean
			Type	Hours	Days Per Week	Room Cleanin g	Cleanin g		Scrubw ash	Mop & Buff	Strip / Wax	Cleanin g	of cab of cab	of cab	Wash	Light	Interior	
Tower Area																		
B24	BASE BUILDING TOW	132	T		D7	AB		D7	W	D7	SA	SA				SA	A	A
C6	TOWER 1ST FLOOR	320	C&T		D7	AB		D7	W	D7	SA	SA				SA	A	A
SJ41	EQUIPMENT ROOM	244	C&T		D7	AB		D7	W	D7	SA	SA				SA	A	A
SJ31	EQUIPMENT ROOM	288	VT&RB		D7	AB		D7	W	D7	SA	SA				SA	A	A
SJ21	EQUIPMENT ROOM	288	VT&RB		D7	AB		D7	W	D7	SA	SA				SA	A	A
SJ11	EQUIPMENT ROOM	135	RB		D7	AB		D7	W	D7	SA	SA				SA	A	A
SJ16	9TH FLOOR	209	RB		D7	AB		D7	W	D7	SA	SA				SA	A	A
SJ16A	ASIDE ROOM	100	VT		D7	AB		W	M	W	SA	SA				SA	A	A
J1	EQUIPMENT ROOM	28	VT		D7	AB		D7	W	D7	SA	SA				SA	A	A
J2	EQUIPMENT ROOM	30	C		D7	AB		D7	W	M		SA				SA	A	A
J5	EQUIPMENT ROOM	92	VT		D7	AB		D7	W	D7	SA	SA				SA	A	A
J7	MEN'S RESTROOM	18	T		D7	ABC			W	D7	SA	SA				SA	A	A
J8	WOMEN'S RESTROOM	20	T		D7	ABC			W	D7	SA	SA				SA	A	A
J9	ELEVATOR EQUIPME	48	C		D7	AB						SA				SA	A	A
CAB	TOWER AREA	370	R	SP1	D7	ABD	SA	*	W	D7	SA	SA	W	BW	Q	SA	A	A
CAB STAIRS	STAIRS TO TOWER C	148	RB	SP1	D7	AB		Q	W	D7		SA	D7	BW	Q	SA	A	A
TOWER STAIRS	STAIRS TO 1ST FLOOR	1048	S		D7	AB		Q	M	W		SA				SA	A	A